



# **2020**

# **Planning and Zoning Commission**

# **Application Submittal Packet**

**Zoning:** Planned Development ■ Specific Use Permit ■ Zoning Map Amendment

**Plats:** Amending ■ Conceptual ■ Final ■ Large Acreage Tract ■ Preliminary

Development Services Department  
1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ~ 281-403-8962 (Fax)

*This packet is also available Online at [www.missouricitytx.gov](http://www.missouricitytx.gov)*

Last Updated February 2020



**DEVELOPMENT SERVICES DEPARTMENT**  
**Planning & Development Division**  
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## IMPORTANT INFORMATION

### **PRELIMINARY APPLICATION CONFERENCE**

1. Prior to the submission of any application, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission date.
3. To schedule, please contact a City Planner at (281) 403-8600.

### **APPLICATION SUBMITTALS**

*(Refer to pages 5-6 of this packet for the list of all deadline dates)*

1. A completed application form, associated documents as indicated on the Schedule of Required Copies, pages 7-8, and applicable fees, must be delivered by the applicant or applicant's agent and received in the Development Services Department on the submittal deadline date(s).
2. The city will not accept a plat application on a date other than a submittal deadline date.
3. An incomplete plat application will be disapproved.
4. A plat application, filed with the city, will be submitted to the Planning and Zoning Commission within 30 days following the submittal deadline date(s).

### **PUBLIC HEARINGS**

*(Refer to pages 5-6 of this packet for the regular meeting schedule)*

1. Public hearings are required for the consideration of all zoning changes. Public hearings are held during the Planning and Zoning (P&Z) Commission and a City Council meeting.
2. If required, plats will be considered by the Planning and Zoning Commission through a public hearing. Plats do not go before the City Council. Applicants may call the Development Services Department at 281-403-8541 for determination of a public hearing.
3. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

### **EXTENSIONS AND MODIFICATIONS**

1. An applicant may request an extension after an application has been filed and at least 10 days prior to the Planning and Zoning Commission.
2. Minor modifications to an application that has been filed may be at least 10 days prior to the Planning and Zoning Commission. Major modifications will be disapproved.

### **P&Z COMMISSION REPORTS AND ACTIONS**

1. Applicants will receive a staff response following the completeness check period. Final recommended actions will be released by the Friday prior to the P&Z meeting date.
2. The P&Z Commission will take the following actions on an initial land development application: **approve**, **approve with conditions**, or **disapprove**.
3. If an initial application is **approved with conditions** or **disapproved**, a written response application may be submitted in accordance with application submittals.
4. The P&Z Commission will take the following actions on a written response application: **approve** or **disapprove**.
5. If a written response application is **disapproved**, a new application, documents, and new plan review fees must be submitted in accordance with application submittals.

### **ONLINE SERVICES**

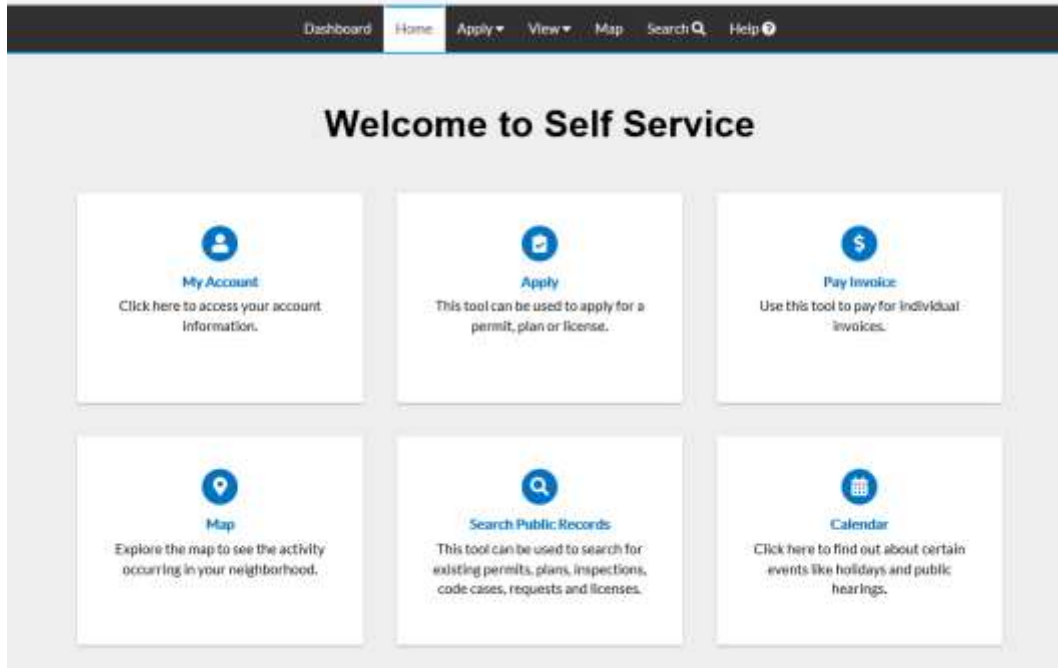
1. Citizen Self Service (CSS) may be used to locate application status; pay invoices; download review comments; upload responses; and schedule inspections. Please see **page 4** for CSS information.
2. Visit the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov) to find additional information regarding the development review, Planning and Permitting processes



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## CITIZEN SELF SERVICE (CSS)



**Citizen Self Service (CSS)** is the city's online development portal. The following services can be completed online:

- ❖ Apply for Plans & Permits
- ❖ Review application details and statuses
- ❖ Pay invoices
- ❖ Download review comments
- ❖ Upload documents and plans
- ❖ Request inspections

Additional features available through CSS include a map that can be used to locate development activity within the city and its extraterritorial jurisdiction (ETJ); as well as a calendar function which can include pertinent dates (i.e. – required meetings/public hearings; scheduled inspections) for projects.

An account, including a user name, full name, and email address must be created in order to utilize CSS. The information included in the account must match the contact information included on the applicable development application. The city will assign a Development Review Coordinator and/or the Planning Technician as the city's contact for each project.

For questions, concerns, or help using CSS, please contact the Planning & Development Division at [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov).



SUBMITTAL DEADLINE DATES AND REGULAR MEETING SCHEDULE

SUBMITTAL DEADLINE DATE (Initial application)	SUBMITTAL DEADLINE DATE (Written response application)	ALL		LAST DAY	P&Z	CC	PARKS BOARD	P&Z	CC	CC
		COMPLETENESS CHECK	APPLICATION REVIEW	REQUEST FOR AN EXTENSION / MINOR MODIFICATIONS (Initial applications only)	PUBLIC HEARING NOTICE DATE (IF APPLICABLE)		MEETING DATE (IF APPLICABLE)	MEETING DATE (PUBLIC HEARING IF APPLCIABLE)	1 <sup>st</sup> Meeting Date (PUBLIC HEARING - IF APPLICABLE)	2 <sup>nd</sup> Meeting Date (IF APPLICABLE)
December 13, 2019	N/A	December 16-18, 2020	December 19, 2019 - January 3, 2020	N/A	December 20, 2019	December 13, 2019	January 2, 2020	January 8, 2020	February 3, 2020	February 17, 2020
January 24, 2020	N/A	January 24-29, 2020	January 30-February 6, 2020	N/A	January 31, 2020	February 7, 2020	February 6, 2020	February 12, 2020	March 2, 2020	March 16, 2020
N/A	January 31, 2020	February 4-6, 2020		N/A	N/A				N/A	
February 13-14, 2020	N/A	February 17-20, 2020	February 24-28, 2020	February 28, 2020	February 28, 2020	March 20, 2020	March 5, 2020	March 11, 2020	April 6, 2020	April 20, 2020
N/A	February 28, 2020	March 3-5, 2020		N/A					N/A	
March 12-13, 2020	N/A	March 16-19, 2020	March 23-27, 2020	March 27, 2020	March 27, 2020	April 17, 2020	April 2, 2020	April 8, 2020	May 4, 2020	May 18, 2020
N/A	March 27, 2020	March 31-April 2, 2020		N/A					N/A	
April 16-17, 2020	N/A	April 20-April 23, 2020	April 27- May 1, 2020	May 1, 2020	May 1, 2020	May 8, 2020	May 7, 2020	May 13, 2020	June 1, 2020	June 15, 2020
N/A	May 1, 2020	May 5 - May 7, 2020		N/A					N/A	
May 14-15, 2020	N/A	May 18-21, 2020	May 26 - May 29, 2020	May 29, 2020	May 29, 2020	June 12, 2020	June 4, 2020	June 10, 2020	July 6, 2020	July 20, 2020
N/A	May 29, 2020	June 2-4, 2020		N/A					N/A	
June 11-12, 2020	N/A	June 15 - June 18, 2020	June 22 - June 26, 2020	June 26, 2020	June 26, 2020	July 10, 2020	July 2, 2020	July 8, 2020	August 3, 2020	August 17, 2020
N/A	June 26, 2020	June 30-July 2, 2020		N/A					N/A	
July 16-17, 2020	N/A	July 20-23, 2020	July 27-31, 2020	July 31, 2020	July 31, 2020	August 14, 2020	August 6, 2020	August 12, 2020	September 8, 2020	September 21, 2020
N/A	July 31, 2020	August 4-6, 2020		N/A					N/A	



SUBMITTAL DEADLINE DATES AND REGULAR MEETING SCHEDULE

SUBMITTAL DEADLINE DATE (Initial application)	SUBMITTAL DEADLINE DATE (Written response application)	ALL		LAST DAY	P&Z	CC	PARKS BOARD	P&Z	CC	CC
		COMPLETENESS CHECK	APPLICATION REVIEW	REQUEST FOR AN EXTENSION / MINOR MODIFICATIONS (Initial applications only)	PUBLIC HEARING NOTICE DATE (IF APPLICABLE)		MEETING DATE (IF APPLICABLE)	MEETING DATE (PUBLIC HEARING IF APPLCIABLE)	1 <sup>st</sup> Meeting Date (PUBLIC HEARING - IF APPLICABLE)	2 <sup>nd</sup> Meeting Date (IF APPLICABLE)
August 13-14, 2020	N/A	August 17-20, 2020	August 24-28, 2020	August 28, 2020	August 28, 2020	September 11, 2020	September 3, 2020	September 9, 2020	October 5, 2020	October 19, 2020
N/A	August 28, 2020	September 1-3, 2020		N/A					N/A	
September 17-18, 2020	N/A	September 21-24, 2020	September 28-October 2, 2020	October 2, 2020	October 2, 2020	October 9, 2020	October 1, 2020	October 14, 2020	November 2, 2020	November 16, 2020
N/A	October 2, 2020	October 6-8, 2020		N/A					N/A	
October 15-16, 2020	N/A	October 19-22, 2020	October 26-30, 2020	October 30, 2020	October 30, 2020	November 13, 2020	November 5, 2020	November 11, 2020	December 7, 2020	December 21, 2020
N/A	October 30, 2020	November 3-5, 2020		N/A					N/A	
November 13, 2020	N/A	November 16-19, 2020	November 23-December 3, 2020	November 25, 2020	November 20, 2020	December 11, 2020	December 3, 2020	December 9, 2020	January 4, 2021	January 19, 2021
N/A	November 30, 2020	December 1-3, 2020		N/A					N/A	
December 15-16, 2020	N/A	December 17-22, 2020	December 28-December 31, 2020	December 31, 2020	December 31, 2020	January 8, 2021	January 7, 2021	January 13, 2021	February 1, 2021	February 15, 2021
N/A	December 31, 2020	January 5-7, 2021		N/A					N/A	
January 14-15, 2021	N/A	January 19-22, 2021	January 25-29, 2021	January 29, 2021	January 29, 2021	February 5, 2021	February 4, 2021	February 10, 2021	March 1, 2021	March 15, 2021
N/A	January 29, 2021	February 1-4, 2021		N/A					N/A	
February 11-12, 2021	N/A	February 15-18, 2021	February 22-26, 2021	Februaryr 26, 2021	February 26, 2021	March 12, 2021	March 4, 2021	March 10, 2021	April 5, 2021	April 19, 2021
N/A	February 26, 2021	March 2-4, 2021		N/A					N/A	



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## APPLICATION FOR ZONING AMENDMENT

*A complete application for zoning amendment must be accompanied by an application checklist, associated documents and applicable fee. By submitting this application you are permitting the City to enter the site in order to post/remove public notice signs or for any other purpose as may be necessary to process the application.*

### Application Type:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>ZONING MAP AMENDMENT</b>     | <input type="checkbox"/> <b>PD PLANNED DEVELOPMENT</b>       |
| <input type="checkbox"/> <b>SUP, SPECIFIC USE PERMIT</b> | <input type="checkbox"/> <b>EXISTING SUP OR PD AMENDMENT</b> |

<b>1. PROJECT NAME:</b>			
<b>2. ADDRESS OR PROPERTY DESCRIPTION:</b>			
<b>3. APPLICANT'S NAME:</b>			
MAILING ADDRESS:			
PHONE NO.:		EMAIL:	
<b>4. STATUS OF APPLICANT (CIRCLE ONE):</b> OWNER      AGENT      ATTORNEY TRUSTEE      CORPORATION      RELATIVE (IF OTHER THAN OWNER, SUBMIT WRITTEN AUTHORIZATION FROM OWNER WITH APPLICATION.)			
<b>5. PROPERTY OWNER:</b>			
MAILING ADDRESS:			
PHONE NO.:		EMAIL:	
<b>6. EXISTING ZONING DISTRICT (CIRCLE ONE OR MORE):</b> <b>GENERAL:</b> SD   SUP   PD <b>RESIDENTIAL:</b> R   R-1   R-1-A   R-2   R-3 R-4 R-5 R-6 MF-1 MF-2 MH <b>NONRESIDENTIAL:</b> LC LC-O LC-1 LC-2 LC-3 LC-4 BP I CF			
<b>7. PROPOSED ZONING DISTRICT AND REASONS FOR APPLICATION:</b>			
<b>8. TOTAL ACREAGE:</b>			
<b>9. CENTRAL APPRAISAL DISTRICT TAX IDENTIFICATION NUMBER(S) OF PROPERTY (ATTACH PAID TAX RECEIPTS):</b>			
<b>10. DO DEED RESTRICTIONS OR RESTRICTIVE COVENANTS EXIST FOR THE PROPERTY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner, Agent or Attorney





## APPLICATION FOR PLAT APPROVAL

(Initial Applications Only)

*A complete application for plat approval must be accompanied by an application checklist, associated documents and applicable fee.*

**Application Type:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>AMENDING PLAT</b>   | <input type="checkbox"/> <b>FINAL PLAT</b>         | <input type="checkbox"/> <b>PRELIMINARY PLAT</b> |
| <input type="checkbox"/> <b>CONCEPTUAL PLAN</b> | (INCLUDING <b>REPLAT</b> )                         |  |
|   | <input type="checkbox"/> <b>LARGE ACREAGE PLAT</b> |  |

<b>1. NAME OF PLAT:</b>				
<b>2. NAME OF CONCEPTUAL PLAN OR PRELIMINARY PLAT, THAT PRECEDES THIS PLAT (IF APPLICABLE):</b>				
<b>3. LANDOWNER'S NAME (IF COMPANY OR CORPORATION, LIST CHIEF OFFICER):</b>				
MAILING ADDRESS:				
PHONE NO.:		EMAIL:		
<b>4. APPLICANT'S NAME (CHECK APPLICABLE ROLE):</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECT	ENGINEER	PLANNER	SURVEYOR	OTHER:
MAILING ADDRESS:				
PHONE NO.:		EMAIL:		
<b>5. IS PLAT LOCATED INSIDE THE CITY LIMITS OR CITY'S ETJ? (CIRCLE ONE):</b> CITY LIMITS _____ ETJ _____ (IF LOCATED INSIDE OF THE CITY LIMITS, COMPLETE ROW 6; IF NOT MOVE TO ROW 7)				
<b>6. ZONING DISTRICT (CIRCLE ONE OR MORE):</b>				
<b>GENERAL:</b> SD SUP PD				
<b>RESIDENTIAL:</b> R R-1 R-1-A R-2 R-3 R-4 R-5 R-6 MF-1 MF-2 MH				
<b>NONRESIDENTIAL:</b> LC LC-O LC-1 LC-2 LC-3 LC-4 BP I CF				
<b>7. LAND DISTRIBUTION (IN ACRES)</b>				
PRIVATE STREETS: _____		PUBLIC STREETS: _____		RESIDENTIAL LOTS: _____
LAKES/PONDS (NON-RECREATIONAL): _____		IRRIGATION/DRAINAGE CANALS: _____		RECREATIONAL USES: _____
UTILITY EASEMENTS: _____		PUBLIC PARKLAND: _____		
OTHER (EXPLAIN): _____ (ACRES): _____				
<b>TOTAL ACREAGE:</b> _____				
<b>8. ESTIMATED # OF SECTIONS:</b> _____		<b>BLOCKS:</b> _____		<b>RESERVES:</b> _____
<b>9. ESTIMATED # OF SINGLE FAMILY RESIDENTIAL LOTS / MULTIFAMILY DWELLING UNITS:</b>				
<b>10. TYPE OF STREETS (CIRCLE ONE):</b>		PUBLIC PRIVATE COMBINATION		
<b>11. TYPE OF WATER SYSTEM (CIRCLE ONE):</b>		PUBLIC INDIVIDUAL WATER WELLS OTHER		
(ATTACH EXPLANATION, IF OTHER)				
<b>12. TYPE OF SANITARY SYSTEM (CIRCLE ONE):</b> PUBLIC INDIVIDUAL SEPTIC TANKS OTHER				



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(ATTACH EXPLANATION, IF OTHER)

**13. MUNICIPAL UTILITY DISTRICT OR PUBLIC IMPROVEMENT DISTRICT**



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## WRITTEN RESPONSE APPLICATION

*An applicant may submit a **written response** to a plat that has been Approved with Conditions or Disapproved after the initial action on a plat application. A written response application must address each condition of approval or each reason for disapproval. Failure to adequately address each condition may result in the disapproval of the plat application.*

### APPLICATION TYPE:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>AMENDING PLAT</b>                 | <input type="checkbox"/> <b>LARGE ACREAGE PLAT</b> |
| <input type="checkbox"/> <b>CONCEPTUAL PLAN</b>               | <input type="checkbox"/> <b>PRELIMINARY PLAT</b>   |
| <input type="checkbox"/> <b>FINAL PLAT (INCLUDING REPLAT)</b> |  |

1. NAME OF PLAT:
2. DATE INITIAL PLAT APPLICATION FILED FOR APPROVAL:
3. PLAT APPLICATION PLAN NUMBER:
4. APPLICANT NAME (ENGINEER, PLANNER, ARCHITECT, ETC.):
5. ATTACH A RESPONSE FOR EACH CONDITION OF APPROVAL OR REASON FOR DISAPPROVAL.



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## REQUEST FOR EXTENSION (Initial Applications Only)

*In accordance with Texas Local Government Code Section 212.009, the Planning and Zoning Commission shall approve, approve with conditions, or disapprove a plat within 30 days after the date the plat is filed. This 30-day period may be extended for a period not to exceed 30 days in accordance with subsection 212.009.(b)(b-2).*

*An applicant may request an extension to the action period as described by submitting a completed application for plat extension not later than 10 days prior to the Planning and Zoning Commission meeting date. See submittal schedule for deadline dates.*

1. NAME OF PLAT:
2. DATE INITIAL PLAT APPLICATION FILED FOR APPROVAL:
3. APPLICANT NAME (ENGINEER, PLANNER, ARCHITECT, ETC.):
4. EXTENSION PERIOD REQUESTED:
5. PURPOSE FOR EXTENSION:

**If request for plat extension is approved, the following will be completed by the City of Missouri City:**

<p>This is to certify that the Planning and Zoning Commission of the City of Missouri City, Texas has approved on this date _____ a plat extension request for the subdivision of _____ for a period of _____ days.</p> <p>By:</p> <p>_____ Sonya Brown-Marshall, Planning and Zoning Commission Chair</p> <p>_____ Timothy Haney, Planning and Zoning Commission Vice-Chair</p>
--



## APPLICATION FOR MINOR MODIFICATIONS

A **Minor Modification** means an enhancement, refinement, or clarification to a plat application that does not materially impact the plat application. A minor modification includes, but is not limited to, a change that results in a net increase or decrease of less than 10% in a quantifiable category including utility capacity requirement; does not require an amendment to a posted notice; results in an adjustment in the alignment of easements and rights-of-way of less than 1,000 linear feet in any direction; and results in an adjustment in a designated use that does not change the overall use applied for in the application.

**Minor Modifications** must be accompanied by a completed application checklist, associated documents and applicable fee.

A major modification to a plat application after its submission shall be disapproved. An applicant may request a minor modification to a plat application following its submission not later than 10 days prior to the Planning and Zoning Commission meeting date.

Each revision of the plat shall bear a new date in accordance with city's Platting Manual.

1. Name of Plat:
2. Date Initial Plat or Written Response Application Filed for Approval:
3. Applicant Name (Engineer, Planner, Architect, Etc.):
4. Summary Description of Requested Modification <i>(If submitting in response to quality check comments, please attach a copy of the report and provide a description of the changes made or materials submitted):</i>



## SUBMITTAL CHECKLIST - ZONING

<b>PROJECT NAME:</b>	
<b>APPLICATION TYPE</b> (SEE TABLES BELOW FOR SCHEDULE OF REQUIRED COPIES)	<input type="checkbox"/> <b>ZONING MAP AMENDMENT</b> <input type="checkbox"/> <b>SUP, SPECIFIC USE PERMIT</b> <input type="checkbox"/> <b>PD PLANNED DEVELOPMENT</b> <input type="checkbox"/> <b>EXISTING SUP OR PD AMENDMENT</b>
<b>APPLICANT'S NAME</b>	
<b>PROJECT PLANNER</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION SUBMITTAL DATE</b> (TO BE COMPLETED BY STAFF)	
<b>P&amp;Z MEETING DATE</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION STATUS</b> (TO BE COMPLETED BY STAFF)	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

An application for a zoning amendment must include the following:

### **Schedule of Required Copies**

<b>Table 1. ALL Applications</b>			
<b>Information/Document Required</b>		<b>Print Copies Required</b>	<b>Electronic Copy Format Required</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>		
<input type="checkbox"/>	<input type="checkbox"/> Completed <b>zoning amendment application form</b>	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Application fee</b> paid	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/> <b>Plat reference</b> or a <b>metes and bounds description</b> (Signed and sealed by surveyor or registered professional engineer)	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Current <b>tax certificates or receipts</b> (City, County, School District, MUD, LID)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Statement of ownership</b> listing each owner	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact worksheet</b> , if applicable	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Photometric Plan</b> including proposed exterior lighting (location, height, intensity, and design), if applicable	1 copy	.pdf



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<input type="checkbox"/>	<input type="checkbox"/> <b>Noise level decibels at property lines</b> , if external amplification of sound proposed	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Sight distance analysis</b> , if applicable	1 copy	.pdf

**Table 2. SUP, PD Applications**

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	See Table 1	See Table 1
<input type="checkbox"/>	<input type="checkbox"/> Proof of <b>unified ownership or control</b> of all of the property within the PD district or proof of notice to all of the other property owners within the PD district (PD Amendment applications)	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Site Plan</b> (See Table 3 for required content)	3 copies (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Draft <b>deed restrictions</b>	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Development schedule</b> indicating the approximate construction start date and rate of construction. Include phases, if applicable.		
<input type="checkbox"/>	<input type="checkbox"/> <b>Color elevations</b> , if applicable	3 copies (24"x36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Material/color board</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Additional information</b> to assist in the evaluation and review of the application (Please list the information provided below) 1. 2. 3. 4. 5.	1 copy	.pdf



**Table 3. Site Plans (Form and content), Color Elevations**

<input type="checkbox"/>	<input type="checkbox"/> Scale, north arrow, name and address of design professional provided
<input type="checkbox"/>	<input type="checkbox"/> Existing and proposed buildings and structures provided
<input type="checkbox"/>	<input type="checkbox"/> Off-street parking areas shown
<input type="checkbox"/>	<input type="checkbox"/> Landscaping and required yard and other open space
<input type="checkbox"/>	<input type="checkbox"/> Loading and service areas, dumpster location including screening method shown
<input type="checkbox"/>	<input type="checkbox"/> Curb cuts, driveway, sidewalk and queuing areas shown
<input type="checkbox"/>	<input type="checkbox"/> Mechanical equipment screening shown
<input type="checkbox"/>	<input type="checkbox"/> Sign locations including area, dimensions, design and materials provided
<input type="checkbox"/>	<input type="checkbox"/> Existing and proposed landscaping shown
<input type="checkbox"/>	<input type="checkbox"/> Streets (including widths), driveways, buildings and other structures within 200 feet of every property line shown
<input type="checkbox"/>	<input type="checkbox"/> Names of adjacent subdivisions within 200 feet of every property line shown
<input type="checkbox"/>	<input type="checkbox"/> Fencing material and location provided
<input type="checkbox"/>	<input type="checkbox"/> All sides of principal and accessory buildings and structures shown





## SUBMITTAL CHECKLIST - PLAT

*In accordance with Section 82-10.(d), Chapter 82. Subdivisions, City Code of Ordinances, a plat application shall be in the form and contain the information and documents required by the platting manual. A plat application that does not include the necessary documents and other information provided below shall be certified incomplete. A plat application that does not meet the requirements outlined below will be disapproved. Electronic files in the formats provided below are required to be submitted in addition to the print copies as provided below.*

<b>NAME OF PLAT:</b>	
<b>APPLICATION TYPE</b> (SEE TABLES BELOW FOR SCHEDULE OF REQUIRED COPIES)	<input type="checkbox"/> <b>AMENDING PLAT</b> <input type="checkbox"/> <b>CONCEPTUAL PLAN</b> <input type="checkbox"/> <b>FINAL PLAT (INCLUDING REPLAT)</b> <input type="checkbox"/> <b>PRELIMINARY PLAT</b>
<b>APPLICANT'S NAME</b> (ENGINEER, PLANNER, ARCHITECT, ETC.):	
<b>PROJECT PLANNER</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION SUBMITTAL DATE</b> (TO BE COMPLETED BY STAFF)	
<b>P&amp;Z MEETING DATE</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION STATUS</b> (TO BE COMPLETED BY STAFF)	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

### Schedule of Required Copies

<b>Table 1. ALL PLATS</b>			
<b>Information/Document Required</b>		<b>Print Copies Required</b>	<b>Electronic Copy Format Required</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>		
<input type="checkbox"/>	<input type="checkbox"/> Completed plat application form	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Application fee paid	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/> Plat (See Tables as applicable for the required form and content)	3 copies (24" x 36" – Folded with title block visible)	.pdf



**Table 2. Amending Plats**

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	See Table 1	See Table 1
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 5</b> , as applicable	See Table 5	See Table 5

**Table 3. Concept Plans**

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	See Table 1	See Table 1
<input type="checkbox"/>	<input type="checkbox"/> <b>MUD Annexation letter</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Drainage Impact Analysis</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Parkland dedication proposal</b> , if applicable	2 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact Worksheet</b> , if applicable	2 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on next page</i> ) (1) Proposed name of subdivision or development indicated (2) Name of the owner of the property and the subdivider indicated (3) Name of the registered professional engineer and/or registered surveyor indicated (4) Date on which plan drawn indicated (5) Plan oriented with north at the top of the page, and a north point provided in the upper right hand corner of the page (6) Total acreage indicated (7) Scale shall be one inch equals 200 feet (Smaller scales may be approved upon request) (8) Scaled vicinity map provided indicating the general location of the subdivision and depicting major streets, subdivisions,	See Table 1	See Table 1



**DEVELOPMENT SERVICES DEPARTMENT**  
**Planning & Development Division**

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	<p>watercourses and other significant physical features within one-half mile of the boundaries of the subdivision area. The vicinity map shall be oriented with north at the top of the page.</p> <p>(9) Boundaries of the total acreage of the subdivision and the boundaries of the proposed land uses shall be indicated.</p> <p>(10) The names of the adjacent subdivision and/or landowners of adjacent undivided tracts shall be provided.</p> <p>(11) Plan shall indicate the proposed land uses and population densities, including streets and drainage layout (on- and off-site drainage), preliminary drainage layout, and the location of schools, parks and other proposed public or private facilities. Typical lot sizes shall also be provided.</p> <p>(12) Plan shall provide topographic information indicating the directions of surface water flow.</p> <p>(13) Certificate for the commission (Appendix F, Platting Manual) provided.</p>		
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**Table 4. Preliminary Plats**

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	See Table 1	See Table 1
<input type="checkbox"/>	<input type="checkbox"/> <b>Approved concept plan</b> with signed commission certificate	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Letters</b> showing that the plat was sent to <b>utility companies</b> and other entities as required (See page 25 for list of applicable utilities)	1 copy each	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Preliminary drainage plan</b> and calculations	3 (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Preliminary utility plan and calculations</b> (Sanitary, water, etc.)	3 (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>HOA/MUD/Owner acceptance</b> of maintenance responsibility or a public maintenance easement request for on-site drainage & other features, if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Drainage/Detention Impact Analysis and calculations</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Alphabetized <b>list of street names</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Encumbrance certificate</b>	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Draft <b>restrictive covenants</b>	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Parkland dedication proposal</b> , if applicable	2 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact worksheet</b> , if applicable	2 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on following pages</i> ) (1) Preliminary plat may not be in recordable form – Dedication statements and certificates except as provided below must not be placed on the preliminary plat. (2) Legal description of the property to be subdivided, including the name of the county and	See Table 1	See Table 1



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	<p>surveying abstract number.</p> <p>(3) Total acreage, number of lots, blocks and reserves shall be indicated. Lots within each block shall be numbered consecutively. Blocks shall also be number consecutively.</p> <p>(4) Name of the property owner, principal officer, owner entity or subdivider indicated.</p> <p>(5) Name of the registered professional engineer and/or registered public surveyor responsible for the survey and the design indicated.</p> <p>(6) Date on which the plat was drawn indicated.</p> <p>(7) North point (true or magnetic) shall be indicated. Subdivision must be oriented with north at the top of the drawing.</p> <p>(8) Scale must be drawn numerically and a graphic scale must be provided. Minimum acceptable scale is one inch equals 100 feet. (Larger scales are permissible provided the scale chosen is divisible by ten and the area within 200 feet of the subdivision is shown)</p> <p>(9) Scaled vicinity map provided, indicating the general location of the subdivision and its relationship with streets, political subdivisions, railroads, watercourses and similar features in all directions to a distance of not less than one-half mile. Suggested scale is one inch equals 1,200 feet. Map shall be oriented north with north at the top of the drawing and in the same direction as the subdivision drawing.</p> <p>(10) Plat shall be drawn with heavy lines to indicate the subdivision area, with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines. An accurate location of the subdivision should be provided</p>		
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	<p>by reference to an established survey or league corner, subdivision corner, or other known point.</p> <p>(11) The adjacent area outside the plat boundaries shall be identified by subdivision name or the recorded owner of the unsubdivided parcels of land.</p> <p>(12) The location, width and names of all existing and proposed public and private streets, easements or rights-of-way within or adjacent to the subdivision indicated. All railroad rights-of-way, pipelines, easements and other permanent features such as section lines and boundaries of political subdivisions and school districts on all sides for a distance of not less than 200 feet indicated.</p> <p>(13) Existing sewers, water mains, culverts or other underground structures and other public utilities and buildings within the subdivision or within 200 feet shall be identified with existing and proposed pipe sizes, grades and locations indicated.</p> <p>(14) The location and approximate dimension of existing and proposed lakes, watercourses, storm detention areas and drainage easements within the subdivision or within 200 feet thereof shall be indicated.</p> <p>(15) Contour lines with intervals of one foot, referred to sea level (USGS and city datum), shall be provided to show at least two contour lines within the subdivision in addition to those necessary to clearly show outfall drainage. The basis of control shall be identified and the temporary benchmark set within the subdivision shall be indicated.</p> <p>(16) All parcels of land intended to be dedicated for public use or reserved for the use of all</p>		
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	<p>property owners in the subdivision, together with the conditions or limitations of each reservation, if any, shall be identified.</p> <p>(17) The proposed plan of subdivision shall be indicated, showing streets, blocks, lots, alleys, easements, building lines and parks with principal dimensions.</p> <p>(18) Preliminary drainage plan shows the proposed drainage system by a single line drawing showing the proposed direction sheet flow through the subdivision. Floodplain information, including floodplain boundary, if any; FEMA map number; and the effective map date and zone shall also be provided.</p> <p>(19) Utility calculations must provide the utility capacities and the drainage design for both storm events and the extreme event and an analysis of the extreme event and consideration of positive overflow pathways.</p> <p>(20) Locations of lift stations, water plants or other utility infrastructure locations and sizes shall be provided.</p> <p>(21) The service areas for each utility system shall be provided.</p> <p>(22) Restrictive covenants must provide for an adequate assessment for maintenance and replacement if private roadways are proposed and for any improvements that are not the responsibility of the city.</p> <p>(23) Certificate for the commission (Appendix F, Platting Manual) provided.</p> <p>(24) Standard notes (Appendix K, Platting Manual) provided.</p>		
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**Table 5. Final Plats (including Replats)**

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	See Table 1	See Table 1
<input type="checkbox"/>	<input type="checkbox"/> <b>Plat</b>	N/A	.dwg (AutoCAD 2007 or later) (See AutoCAD file layer symbology)
<input type="checkbox"/>	<input type="checkbox"/> <b>Previously recorded plat</b> (Replat applications only)	3 (11" x 17" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Approved preliminary plat</b> with signed commission certificate	3 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Letters</b> showing that the plat was sent to <b>utility companies</b> and other entities as required (See page____for list of applicable utilities)	1 copy each	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Alphabetized <b>list of street names</b> , if applicable	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Current <b>title report or title policy</b> (Maximum 45 days old)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Metes and bounds description</b> with title report or policy	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Current <b>Tax Certificates or receipts</b> (City, County, School District, MUD, LID)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Final draft restrictive covenants</b> ready for filing	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>County Drainage District letter</b> stating tract has outfall drainage and all impact fees have been paid	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact Analysis</b> , if applicable	2 copies	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on next page</i> ) (1) Scale must be a minimum of one inch equals 100 feet. (Larger	See Table 1	See Table 1





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	<p>scales are permissible provided the scale chosen is divisible by ten and the area within 200 feet of the subdivision is shown)</p> <p>(2) Engineering and surveying data must be shown to include full dimensions along all boundaries; streets, driveways and alley rights-of-way; easements and drainage ways; gulleys, creeks and bayous (with the high bank of such drainage ways and watercourses); lots, blocks, reserves, out-tracts or any other tracts; building lines; fee strips; pipelines.</p> <p>(3) Tracts or sites designated for schools, churches, parks, sewage, disposal plants, water plants or other special land uses designated.</p> <p>(4) All easements necessary for utility service shown.</p> <p>(5) Dedication statements and certificates provided.</p> <p>(6) Standard notes provided.</p> <p>(7) Engineer or surveyor's certificate provided.</p>		
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## FEE SCHE DULE

**(As specified in the City's Schedule of Fees for Building, Permits & Licenses)**

Application Type	Per Residential Lots	X	# of Residential Lots	+	Per Acre	X	Acres not in Residential Lots	=	Sub-Total	+	Base Fee	=	Total Fee
Zoning Map Amendment	\$25 per acre										\$450		
Specific Use Permit	N/A								N/A		\$1,200		
Planned Development District	N/A								N/A		\$1,200		
Conceptual Plan	\$2	X		+	\$10	X		=		+	\$ 400	=	
Preliminary Plat	\$6	X		+	\$30	X		=		+	\$ 400	=	
Final Plat (including replat)	\$12.50	X		+	\$80	X		=		+	\$ 500	=	
Large Acreage Tract	Flat Fee										\$ 300		
Amending Plat	Flat Fee										\$ 300		
Extension of Plat Approval	Flat Fee										\$ 250	=	
Vacation of Plat	Flat Fee										\$1,000	=	
Exemption from Platting	Flat Fee										\$ 300	=	



## FINAL REQUIRED DOCUMENTS

*In accordance with Section 82-36, Chapter 82. Subdivisions, City Code of Ordinances, after the commission has approved a final plat, the subdivider shall cause such final plat to be recorded in the appropriate county plat records. Following recordation of the final plat, the subdivider shall deliver to the city reproducible copies of the approved and recorded final plat.*

<b>NAME OF PLAT:</b>	
<b>APPLICANT'S NAME</b> (ENGINEER, PLANNER, ARCHITECT, ETC.):	
<b>PROJECT PLANNER</b> (TO BE COMPLETED BY STAFF)	
<b>FINAL RECORDED DOCUMENTS SUBMITTED</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION STATUS</b> (TO BE COMPLETED BY STAFF)	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> Mylar of recorded plat	1 copy	N/A
<input type="checkbox"/>	<input type="checkbox"/> Plat print	1 copy (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Plat print with addressed lots, reserves	1 copy (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> List of addressed lots/reserves as confirmed by Centerpoint Energy Mapping and Addressing Division*	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Recorded restrictive covenants / deed restrictions	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> <b>Plat</b>	N/A	.dwg (AutoCAD 2007 or later) (See AutoCAD file layer symbology)

\* CenterPoint Energy Mapping and Addressing Division assigns all addresses within the City of Missouri City. Contact CenterPoint at (713) 207-4460 with final plat layout to acquire the physical address for lots/reserves.



## AUTOCAD LAYER SYMBOLOGY

*AutoCAD files are required with final plat applications and final recorded documents. AutoCAD files should be submitted to the Development Services Department.*

**TEXAS STATE PLANE GRID COORDINATE SYSTEM OF NAD83 IS REQUIRED FOR ALL PLAT SUBMITTALS.**

*AutoCAD files are required to be provided on CD in DWG or DXF format with layers according to the following order. All features on electronic drawings must be free standing and independent of external reference blocks.*

Layer Symbolology Chart

Layer	Layer Name	Description
1	CL	Centerline
2	ROW	Right of Way
3	LOTLINE_PRO	Lot Line/Reserves
4	BOUNDARY	Boundaries
5	BMARK	City of Missouri City Benchmark
6	LOTNOS	Lot Numbers / Block Names
7	SUBDIVNM	Subdivision Name /Section Numbers
8	STREETNM	Street Names
9	WATER_PRO	Water Lines (Proposed)
10	SANSWR_PRO	Sanitary Sewers (Proposed)
11	STMSWR_PRO	Storm Sewers (Proposed)
12	DRAINAGE	Drainage Ditch
13	PVMT_PRO	Pavement (Proposed)
14	PVMT_EXI	Pavement (Existing)
15	CURVEDT	Curve Data
16	SURVEYDT	Survey Data/TICS/Station Numbers
17	EASEMENT	Easements
18	TBLOCK	Title Block / Vicinity Maps / Legend / Scale
19	MATCHLN	Match Lines

Layer	Layer Name	Description
20	NORTH	North Arrow
21	BUILDLN	Building Lines
22	BUILDFP	Building Footprint
23	TOPO	Topography
24	UTIL_PRO	Utilities (Proposed)
25	LAKES	Lakes / Ponds, etc.
26	STREAM	Creeks / Bayous / Rivers, etc.
27	CANAL	Canals
28	RR	Railroads
29	ADDRESS	Street Address
30	CITYLIM	City Limit Lines
31	COUNTYLN	County Lines
32	ETJ	ETJ Lines
33	NOTES	Notes / Miscellaneous Notations
34	STAMP	City of Missouri City Approval Stamp
35	UTIL_EXI	Utilities Existing
36	LOTLINE_EXI	Lot Line / Reserves (Existing)
37	WATER_EXI	Water Lines (Existing)
38	SANSWR_EXI	Sanitary Sewers (Existing)
39	STMSWR_EXI	Storm Sewers (Existing)
40	SIDWALKS	Sidewalks (Proposed)



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## NOTICE TO UTILITIES

*In accordance with Section 2.C., Notice of a proposed subdivision is required to be made to all utility companies, public or private. Such notice shall contain a statement of the intent to subdivide, and the intended use of the property within the subdivision. A copy of the preliminary plat filed with the city shall be attached to the notice.*

**NOTE:** *The list included below is provided as a convenience. It is not guaranteed to be complete or up to date. It is the responsibility of the applicant to notify the applicable utility companies and agencies.*

Company	Address	Email	Phone	Applicable County
Fort Bend County Central Appraisal District	2801 B. F. Terry Boulevard (FM 2218) Rosenberg, TX 77471			Fort Bend
Fort Bend County Drainage District	1124 Blume Road Rosenberg, TX 77471			Fort Bend
Fort Bend County Independent School District	16431 Lexington Blvd. Sugar Land, TX 77479			Fort Bend
Houston Independent School District				
Harris County Appraisal District	13013 Northwest Freeway Houston, TX 77040			Harris
Centerpoint Energy Surveying & Right of Way	1111 Louisiana Street 7th Floor Houston, TX 77002	<a href="mailto:lrow@centerpointenergy.com">lrow@centerpointenergy.com</a>	713-207-6348 or 713-207-5769	
Sienergy	4610 Riverstone Blvd, Ste 200 Missouri City, TX 77459			
Comcast	8590 W Tidwell Houston, TX 77040			
Verizon	2611 45th St. Dickson, TX 77539			
AT&T Engineering Right-of-Way	7602 Spring Cypress, Room 226 Spring, TX 77379	<a href="mailto:al3940@att.com">al3940@att.com</a>		
Frontier Communications, Gulf District	2611 45th Street Dickson, TX 77539	<a href="mailto:darrin.l.albrecht@ftr.com">darrin.l.albrecht@ftr.com</a>		
Applicable Municipal Utility District (MUD)				
Applicable Levee Improvement District (LID)				